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DEPARTMENT
OF
EDUCATION

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June 14, 2002

To: Selected Superintendents
Selected Presidents/Chancellors
Chief Executive Officer of Selected Community-Based Organization

From Kathy Block-Brown
Administrator, Adult Education Office

Subject: **REQUIRED TRAINING FOR ENGLISH LITERACY AND CIVICS
EDUCATION GRANT IN JULY 2002**

As stated in the EL Civics Education application, funded agencies must ensure that all EL Civics Education program staff attend required training sessions on development and submission of required program deliverables.

California Department of Education, Adult Education Office, in collaboration with the state Leadership projects, has scheduled the required three-day training sessions available only in the month of July, 2002 as follows:

Sacramento – July 8, 9, 10
Bakersfield – July 16, 17, 18
Baldwin Park – July 22, 23, 24
San Bernadino – July 29, 30, 31

Day 1 of each training session will be half-day beginning at 1:00 p.m. Day 2 will be a full day training. Day 3 of each training session will be half-day finishing at 1:00 p.m. Online registration and additional information regarding these events (including local accommodations) will be available on the CALPRO website after June 10, 2002 at www.calpro-online.com. You may also link to this site from www.cde.ca.gov/adulteducation.

The purpose of the required training is to provide “start up” information to funded agencies, present an overview of requirements related to each program deliverable, and provide general guidance on grant administration and implementation. Funded agencies are required to send at least two individuals to the training. Funds from the EL Civics award may be used to support your staff in participating in the training. The sessions will be offered in a simultaneous two-track format.

The individual who will have overall responsibility for EL Civics program administration within your agency should attend Track A. Track A will address grant administration issues, including:

- Preparation of the final program budget,
- Establishing and presenting sound accounting practices,
- Preparation of the Technology Plan,
- Use of new EL Civics TOPspro reports, and
- Preparation of narrative progress reports.

The individual who will have overall responsibility for EL Civics instructional program delivery and implementation within your agency should attend Track B. Track B will address grant implementation issues, including:

- Conducting and presenting information from needs assessments,
- Identifying priority civics education objectives,
- EL Civics instructional resources,
- Instructional delivery strategies, and
- Designing and presenting the additional assessment implementation plan.

If you have further questions on the registration process or need further information, please log onto www.calpro-online.com or link to this site from www.cde.ca.gov/adulteducation on or after June 10, 2002.

cc: Adult School Directors
Program Administrators
Education Program Consultants
Agency File